



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY
BOB ODOM, COMMISSIONER



Hurricane Supplemental Grant Program

APPLICANT INFORMATION (Please Print or Type)

Project Title: _____

Organization Name: _____

Name and Title of Contact Person: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail Address: _____

Type of Organization Applying (Check One):

_____ State, Parish, or Municipal Government _____ Public Educational Institution

_____ Tax exempt organization under IRS code 501(c)(3)

“As the duly authorized representative of the named applicant above, I hereby certify that all parts of the grant application have been read and understood, all required parts of the application are attached, and that all information submitted herein is true and correct. Also, I understand that if I receive a grant, my contract with the State will end on July 31st, 2008 and all project work and paper work must be submitted by August 15, 2008 in order to receive reimbursement.”

Print Authorized Executive Officer's
Name: _____

Title of Officer: _____

Signature & Date: _____

Applicants shall submit one (1) original, four (4) copies, and one (1) electronic copy on disk or CD of the completed application and one (1) set of signed certification packet to:

Louisiana Department of Agriculture & Forestry
Office of Forestry
Attn: Malhon Doucet
Phone: 504.390.6549

Mailing Address:
P.O. Box 1628
Baton Rouge, LA 70821-1628

Shipping Address:
5825 Florida Blvd.
Baton Rouge, LA 70806

PROJECT BUDGET

Please document project costs using the form below (or points will be deducted) and include any in-kind or cash donations that will be included in this project. Remember that **no match is required** but the State would like to have an accurate cost of these projects to report back to the Federal Government on how far the dollars went and how much was needed to fully accomplish the tasks at hand. *(The going rate per hour for volunteers is \$18.04)*

Expense Category	Federal Funding	Local Match	Total
Salaries **			
Hiring a licensed contractor for: ♦ Pruning/tree removal ♦ Tree Planting ♦ Planning ♦ Inventory/Assessment			
Training Cost/ Travel to Workshops			
Salary for Temporary Employees / Interns **			
In-Kind Services	XXXXXXXXXXXXX		
Equipment Rental			
Trees & Planting Supplies			
Tree Installation Cost (In-House/Volunteers)	XXXXXXXXXXXXX		
Food/ Refreshments	XXXXXXXXXXXXX		
Miscellaneous Supplies			
		Total Project Cost	

** Federal funds will only pay salary for a position created to accomplish hurricane recovery activities.

PROJECT DESCRIPTION

The project description needs to contain the following items in narrative form. Items should be categorized under the below headings and should not be longer than 4 pages.

- I. **Abstract Statement**—provide a clear, concise, and specific description of the proposed project. It should not be more than two (2) paragraphs.
- II. **Goal**—state the overall goal for undertaking this project even if the project plays only a minor role in achieving that goal. What local concerns will this project address.
- III. **Project Location**—describe the specific project location.
- IV. **Problem Statement or Assessment of Need**—Explain why Hurricane Katrina or Rita is causing your organization to submit a project proposal. Please do not describe the needs of your organization or lack of money to do direct recovery activities. Tell how the hurricane created a need for this project in your community and how conditions will be improved using these funds to conduct the project.
- V. **Project Proposal Objectives**—List specific, measurable outcomes that will result from this project proposal if completed. Objectives should be directly linked to the problem statement.
- VI. **Project Scope**—Provide detailed information on how the project will be carried out. Include timelines and names of individuals assigned to tasks.
 - a. Partnerships – List groups or other organizations that will be involved in carrying out your project. Show the roles that each will play. Include training plans for volunteers.

FOR URBAN TREE REPLACEMENT PROJECTS

These are additional requirements for these funds and should be included in the appendix section of your grant application.

- VII. Please read the important information regarding tree planting and maintenance in the “Tree Planting Application” and sign the “Tree Planting and Maintenance Agreement” document stating you read and understand the information.
- VIII. Include a tree list that contains the tree species names, sizes of trees to be planted (minimum of 1 inch caliper), and number of trees per species planted.
- IX. Include a site plan indicating what trees will be planted where.

If your project calls for the development of a landscape plan by a professional, you will need to submit the to the Louisiana Department of Agriculture & Forestry and wait for approval prior to tree planting. In your application you will need to estimate the number of trees and cost of your project.

APPENDIX SECTION

The appendix section should not contain more than fifteen pages.

- X. All applicants need to submit a signed copy of the Authorized Applicant Signature Form/Board Resolution Document
- XI. Completed and signed Certification Packet:
 - a. W-9, Taxpayer Identification Number and Certification
 - b. Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions
 - c. Certification Regarding Drug-free Workplace
 - d. Certification Regarding Lobbying – Contracts, Grants, Loans and Cooperative Agreements

AUTHORIZED APPLICANT SIGNATURE FORM / BOARD RESOLUTION

On the _____ day of _____, 2007, at a meeting of the Board of Directors/City Council of _____ held in the City of _____, State of Louisiana with a quorum of the directors/council present, the following resolution to be adopted:

It was duly moved that the Board of Directors/City Council of the above, do hereby authorize: (Name and Title) _____ to serve as the contact person for the Hurricane Supplemental Urban Forestry Grant and (Name and Title) _____ has the authority to **negotiate and sign**, on terms and conditions that he/she may deem advisable, a contract or contracts with the Louisiana Department of Agriculture and Forestry, and to execute said documents on their behalf, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, amend or renew said document.

The above resolution was passed by a majority of those present and voting in accordance with the by-laws and articles of the Board of Directors/City Council.

I certify that the above and foregoing constitutes a true and correct copy of part of the minutes of the meeting of the Board of Directors/City Council of _____, HELD ON THE _____ day of _____, 2007.

APPROVED BY: _____

TITLE: _____

*** The signer of the resolution cannot be the individual that has the authority to sign the contract ***

HURRICANE SUPPLEMENTAL GRANT CHECK LIST

- _____ Completed Application Form (1 page)
- _____ Completed Project Budget (1 page)
- _____ Project Description (not exceeding 4 pages)
Includes: Abstract Statement, Goal, Project Location, Problem Statement or Assessment of Need, Project Proposal Objectives, and Project Scope

For Urban Tree Replacement Grants the following are needed in addition to the above:

- _____ Signed copy of the Tree Planting and Maintenance Agreement
- _____ Tree List which includes species name, size and number to be planted
- _____ Site Plan of where trees will be planted

For All Grant Applications:

- _____ Appendix (only 1 copy is needed of the following)
 - _____ Signed Authorized Applicant Signature Form/Board Resolution
 - _____ Completed & Signed Certification Packet
- _____ Have one (1) original, four copies(4) and one (1) electronic copy on disk or CD (Microsoft Word or pdf) to submit to the Louisiana Department of Agriculture & Forestry via mail, shipping service, or hand delivery—**no faxes or emailed applications will be accepted.**

Packets should be mailed or delivered to:

Louisiana Department of Agriculture & Forestry
Office of Forestry
Attn: Malhon Doucet
Phone: 504.390.6549

Mailing Address:
P.O. Box 1628
Baton Rouge, LA 70821-1628

Shipping Address:
5825 Florida Blvd.
Baton Rouge, LA 70806

All applications must be received by: January 10th, May 18th, & October 5th, 2007 by 4:30 p.m. in order to be considered for funding.

Tree Planting Application For the Hurricane Supplemental Urban and Community Forestry Program

Information contained in this packet must be completed and returned with your application if you wish to plant trees.



LOUISIANA TREE PLANTING GUIDELINES

In Louisiana it is recommended that tree planting takes place from November through April.

Species/Site Selection

Trees must be suited to the climate and soil at your site. Trees should be either native species or proven adapted to the plant hardiness zone. When choosing species to be planted, consideration should also be given to insect and disease resistance; maintenance costs; space available for root growth; space available for top growth; soil drainage; reflected heat and light; wind extremes, duration, and direction; storm damage potential; mechanical damage potential; pollutants, and functional uses and design criteria.

Species diversity is important to strive for in order to help prevent outbreaks of disease and insect problems. Communities should strive to have no more than 15 percent of its total urban forest made up of a single species.

The following criteria are established for tree planting under the Louisiana Department of Agriculture & Forestry Urban and Community Forestry Grant Program. Before planting in your community, always check local landscape codes to see if there are additional criteria that you must meet. Exceptions to these criteria may be allowed for specific design needs, but must be approved.

- ◆ Trees will not be planted within 20 feet of utility poles or fire hydrants.
- ◆ Trees should be planted at least 20 feet apart, large trees even farther apart. Closer spacing is acceptable within groups of compatible species.
- ◆ If planting small trees, or in combination with shrubs or other complimentary plants, and a closer spacing is desired, plant in beds where all existing vegetation has been killed and mulch covers all of the space between the plants.
- ◆ No tree which will attain a mature trunk diameter greater than 12 inches will be planted in a tree lawn (grassy area between sidewalk and curb) less than three feet wide.
- ◆ Trees will not be planted within 30 feet of an intersection or within 15 feet of driveways and alleys.
- ◆ In business districts, trees must be planted a minimum of 30 inches from curbs to prevent damage from bumpers and doors.
- ◆ Trees will be placed so they will not block a legal sign even when the tree reaches its mature size.
- ◆ Only trees with mature heights less than 30 feet will be planted under utility lines.
- ◆ It shall be the responsibility of the grant recipient to identify and avoid underground utilities. (Call Louisiana One Call (Dottie) 1.800.272.3020)

Planting Stock Selection and Care

The following specifications are for container grown or balled and burlapped planting stock. Trees will be obtained from a recognized nursery using sound horticultural practices. All trees will be healthy, vigorous stock grown under climatic conditions similar to conditions in the locality of the project and free of injury, disease or disfigurement. Trees will have an appropriate rootball size in relation to stem caliper and height. Planting stock will, as a minimum, meet the specifications of the American Association of Nurseryman's American Standard for Nursery Stock. Trees of the same species shall be uniform in size and shape.

The recommended planting size for most species is 1.0 to 3.0 inches in trunk diameter measured at 6 inches above the ground. Some species, like pines and crape myrtles, are specified by height. The recommended height is five to seven feet.

All trees are to be delivered from the growing site to the planting site with special care so as to prevent the rootball from excess drying and limit wind damage to the foliage. Tarps or covered vehicles are recommended.

ALWAYS pick up the tree by the container or rootball, never by the trunk.

Trees will be stored out of direct sunlight and in their containers until planting. If planting is delayed more than six hours after delivery, the root area shall be covered with moist soil or mulch. Trees will be watered as necessary until planting.

Tree Quality

Trees will have good branch structure in accordance with the natural form for the species. Branching will be plentiful and uniformly spaced along the trunk and have firm, strong attachments with the trunk. Trees with a natural excurrent growth form will have only one main branch leader. Sprouts will be cleanly removed. Pruning scars will be clean cut leaving little or no protrusion from the trunk or branch. V-shaped branch unions with included bark will not be accepted. No wounding to the tree trunk or branches will be allowed.

Root systems of the trees will be sturdily established in the container. Trees will not be excessively root bound or have kinked or circling roots. No trees will have large roots growing out of the container. The rooting medium will be weed free. When present, foliage will be healthy and of normal size, shape, texture and color for the species. No chlorosis will be present.

Site Preparation

Holes for planting will be a minimum of 12 inches larger in diameter than the diameter of the root system or the ball. The more harsh and compacted the site, the greater in diameter the planting hole should be. A tiller may be used to loosen the soil to a distance of six feet or more from the tree trunk.

The bottom of the hole will remain firm and should be no deeper than the depth of the rootball. If planting in beds, remove existing turf and thoroughly loosen and till the soil to a depth of 8 to 10 inches. The entire bed should be mulched to a depth of 4 to 6 inches.

Planting

Trees should be planted no deeper than previously grown (in nursery bed, field or container) with allowance for settling.

ALWAYS lift the tree by the root ball. Never lift or carry the tree by the trunk.

For balled and burlapped trees, remove strings or twine from the trunk. Remove burlap when removal does not disturb the root system. If roots have begun to grow into the burlap, slit the burlap, but leave in place. Burlap must always be removed from the top one-third of the root ball so that it does not extend out of the planting hole and remain in contact with the air after planting. Cut wire baskets and remove as much of the wire basket as possible from the rootball after the tree is set in the hole.

If the tree is containerized, cut and remove the container.

Usually, it is best to backfill with the original soil and not use soil amendments. The use of soil amendments or a new soil mix can create a potting effect on trees as they grow causing them to develop encircling and/or girdling roots. Soil will be loosened to a fine texture uniform in size and containing a minimum of pieces larger than 2 inches in diameter. Soil components larger than 4 inches

shall be broken up or removed from the backfill. The planting hole will be free of trash. Never apply high nitrogen fertilizer at planting time. It may burn tender roots.

Settle the soil in the hole by gently firming the earth around the tree to hold it in place and to eliminate air pockets. Settle the soil around the roots with water and add soil to the hole to bring the tree to its original growing level. Take care in tamping around the tree base so as not to break feeder roots or compact the soil and inhibit the spread of roots. Rake a ridge of soil around the margin of the hole (outside the root area) to create a reservoir when watering.

Staking

Staking is NOT required. The decision to use protective barriers should be based on an analysis of site conditions and species to be planted. On windy sites, or areas adjacent to fast moving traffic, evergreens and large trees may require staking for the first growing season. If a tree requires staking, enough flexibility should remain to allow the stem and root system to develop strength and support of their own. Three guys should be used for trees 6 inches in diameter and larger. For trees of 2 - 6 inch diameter, use two to three guys. Trees of less than 2 inch diameter should be supported by two tall stakes, with the tree held between the stakes with webbing or other fabric that will not damage the trunk or constrict growth. Use of a single stake can damage the tree trunk during windy conditions. Care should be taken when staking to avoid bark damage. A broad, soft strapping material such as woven belt fabric or padded wire should be used. Stakes should be driven into the ground outside the perimeter of the planting hole, spacing them an equal distance apart. Stakes should be of a type that can be removed without damage to the tree's root system.

Strapping material should be attached to the tree at the lowest possible place to maintain it upright. Stakes should be removed as soon as the tree has firmly rooted itself in the soil and should not remain for more than one year.

Mulch

Establish a three inch layer of organic mulch in a three-foot diameter circle (minimum) around the newly planted tree. The mulch should be placed in a donut or tire-shape that directs water towards the roots and not a volcano shape where mulch is touching the trunk. This will conserve soil moisture and protect the tree roots from hot and cold temperatures. Pull mulch away from the tree trunk to provide aeration. Mulch may be organic material such as shredded bark and twigs, pine straw, or bark and wood chips.

Watering

Trees should be watered immediately after planting. Saturate the fresh backfill around the tree with water in an amount that will ensure the entire rootball becomes wet. Drainage should be provided so that a tree will not stand in water.

TREE PLANTING APPLICATION FORM
HURRICANE SUPPLEMENTAL FUNDING—URBAN AND COMMUNITY FORESTRY

(Must be submitted with Regular Grant Application in order to plant trees under the Louisiana Hurricane Supplemental Urban and Community Forestry Grant Program)

Project Title: _____

Organization Name: _____

Trees to be Planted:

Species Name	Size	Number of Trees

Total Trees: _____

Trees planted with these grant funds need to be done so throughout the winter (November through April) and need to come from the higher resistance level of LSU’s enclosed list of trees resistant to hurricane damage.

HURRICANE DAMAGE AND TREES

Tree species vary in their ability to withstand hurricane winds and salt damage. Wind resistance generally depends on the interaction of five factors: strength of wood, shape and size of crown, extent and depth of the root system, previous moisture conditions and shape of the hole.

No tree species has perfect wind resistance but live oak, palm, pondcypress and baldcypress are among the best as shown in the table.

Table:

Resistance of tree species to hurricane-related damage (in descending order of resistance)

Flood Tolerant	Breakage	Uprooting	Salt	Deterioration By Insect and Disease
baldcypress	live oak	Live oak	live oak	live oak
pondcypress	palms	palms	palms	palms
tupelo-gum	baldcypress	baldcypress	slash pine	sweetgum
sweetbay/willow	pondcypress	pondcypress	longleaf pine	water oak
sweetgum	sweetgum	tupelo-gum	pondcypress	sycamore
sycamore	tupelo-gum	redcedar	loblolly pine	baldcypress
river birch	mimosa	sweetgum	redcedar	pondcypress
cottonwood	dogwood	sycamore	tupelo-gum	southern red oak
green ash	magnolia	longleaf pine	baldcypress	magnolia
red maple	sweetbay	mimosa	sweetgum	tupelo-gum
pecan	southern red oak	southern red oak	water oak	sweetbay
mulberry	water oak	magnolia	sycamore	hickory
American elm	sycamore	slash pine	sweetbay	pecan
persimmon	longleaf pine	loblolly pine	southern red oak	redcedar
silver maple	slash pine	sweetbay	hickory	red maple
water oak	loblolly pine	water oak	mimosa	mimosa
swamp chestnut	redcedar	red maple	pecan	dogwood
Magnolia	hickory	dogwood	magnolia	longleaf pine
hickory	red maple	hickory	red maple	slash pine
	pecan	pecan	dogwood	loblolly pine

Additional oak species are suitable please check with urban foresters from Louisiana Department of Agriculture and Forestry.
Contact 225.925.4500.

Made available by: Barton Joffrion, County Agent, Terrebonne
Louisiana State University Agricultural Center
William B. Richardson, Chancellor, L. J. Guedry, Executive Vice Chancellor
Louisiana Agricultural Experiment Station
William H. Brown, Vice Chancellor and Director
Louisiana Cooperative Extension Service
Paul D. Coreil, Vice Chancellor and Director

Visit our Web site: www.lsuagcenter.com

2/02 New

Issued in furtherance of Cooperative Extension work, Acts of Congress of May 8 and June 30, 1914, in cooperation with the United States Department of Agriculture. The Louisiana Cooperative Extension Service provides equal opportunities in programs and employment.

TREE PLANTING & MAINTENANCE AGREEMENT

Trees will be inspected prior to grant closure and periodically by the Department's urban foresters for the first three years after planting. The urban foresters can assist you with your maintenance questions and provide you with input on how to keep your trees healthy.

AGREEMENT by and between the Louisiana Department of Agriculture & Forestry and

Whereby the above applicant agrees to plant trees according to the specifications in the Hurricane Supplemental Urban Forestry Grant guidelines which includes trees not being planted deeper than previously grown (in nursery bed, field or container). As well as, maintaining any and all trees purchased and planted with federal funds under contract with the Louisiana Department of Agriculture & Forestry for a period of three years after installation date based on the following criteria:

- ◆ Mulching in a minimum 3 foot diameter circle 3 inches thick around each tree. Add new mulch each year. The mulch should be placed in a donut or tire-shape that directs water towards the roots and not a volcano shape where mulch is touching the trunk. Pine straw is recommended mulch.
- ◆ Weed and grass control in a 3 foot circle (minimum) around each tree. **Absolutely no mowers or string weed trimmers allowed within this area!** Weeding should be accomplished by hand or with chemical weed control (with experienced applicators only) within the mulched area around the trees.
- ◆ Watering – water with recommended minimum of 5 gallons/tree/week when rainfall is below 1 inch per week. March through November.
- ◆ Fertilizer – not recommended at planting time. Root stimulator may be applied at planting time. One year after tree has been planted, use a slow release balanced dry fertilizer or liquid fertilizer to enhance tree growth. Any other accepted method of fertilization can be substituted on approval.
- ◆ Maintain trunk guard and stakes and guys as needed. Trunk guards will only be required if string weed trimmer or mower damage is evident. Stakes and guys are only necessary on top heavy trees. All stakes and guy wires must be removed after second growing season.
- ◆ Insect and disease control may be required by Department Urban Foresters on an as needed basis.

Authorized Executive Officer Name: _____

Signature: _____

Date: _____